

How to Complete a Renewal Application to DCYF on ECEDS

v.2 – 5/16/2016

The Early Care and Education Data System (ECEDS) can now be used to complete a license renewal application for the Department of Children, Youth and Families (DCYF).

Here are the steps to complete your renewal application:

We strongly recommend completing the Program Portal prior to beginning an application.

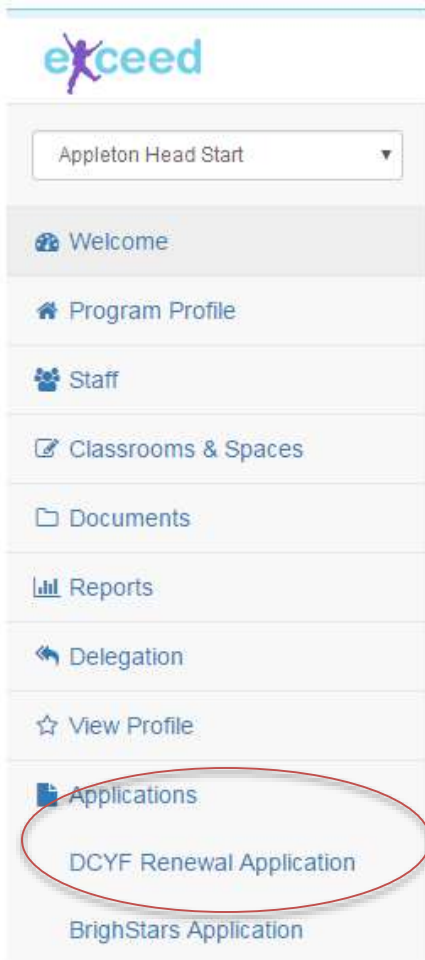
Step 1. Prepare to complete an application

- a. [Have all staff members register on workforce registry](#)
 - i. For Instructions, follow the above link and click on 'I need to create an account'
 - ii. Read the 'Exceed user TIP SHEETS' for more information about setting up a registry account
- b. [Complete Program Portal](#)

Step 2. [Access your application\(s\)](#)

Step 3. [Print your application for submission](#)

Step 4. Once your application is approved, the status will be updated in your DCYF Renewal Application Summary page in your program portal. If any additional information is required, your DCYF Licensing worker will contact you. If you have any questions about your in process application, contact DCYF directly.



Step 2. Access Your Application(s)

You may begin an application and come back to it as many times as you would like until you are satisfied and ready to submit it to DCYF. Once you are satisfied with your application, you can print the completed application along with all supporting documents, and mail it to DCYF.

To begin your DCYF Renewal Application, use the menu on the left-hand side of the screen. Go to the **Applications** section of the menu, and select **DCYF Renewal Application**. On the screen that appears, click the **Start New Application** button. Note: You can come back to this screen anytime to keep working on your application. Simply find it in the list and click the **Select** button.

The application uses data from your Program Portal. If you have entered information about your program in the Program Portal, that information will automatically appear in your DCYF Renewal Application. Then, all you need to do is review the information, make adjustments as needed and submit. ***For this reason, we strongly recommend completing the Program Portal prior to beginning an application.***

DCYF Renewal Application Summary

Appleton Head Start - Administrator: Amelia Winter			
6152 Dogwood Avenue Barrington, RI 02806 (401) 677-8269			
DCYF Renewal Application Summary - (Click on the application you wish to complete or view)			
	Application Date	Application Version	Status
Select Delete	3/18/2016 2:51:11 PM	2	Draft
Select	3/18/2016 2:47:48 PM	1	Submitted

Once you have begun your application, an overview of the application appears. There are 12 sections to visit. If you have already entered data into the Program Portal, that data will appear in these sections. Visit each section of the application by clicking on each section, or selecting **Expand All** on the top menu bar. For each section, you will need to confirm the accuracy of the information by clicking the **Confirm and Next** button. If you find any error in the information you have supplied, make changes in the correct Program Portal section, and then return to the application to confirm what you entered.

1. [Current Licensing Information](#)
2. [Review Application Type](#)
3. [Confirm Program Information](#)
4. [Confirm Program Accreditations, Characteristics & Funding](#)
5. [Confirm Hours of Operation](#)
6. [Confirm Program Calendar](#)
7. [Confirm Meals](#)
8. [Confirm Languages](#)
9. [Confirm Staffing & Other Adults](#)
10. [Confirm Classrooms & Spaces](#)
11. [Confirm Program Documentation](#)
12. [Complete Acknowledgements](#)

After you complete at least one section of the application, you can print a draft of the application by using the **Print Draft Application** on the top menu bar.

DCYF Renewal Application

Appleton Head Start - Administrator: Winter

Print Draft Application Expand All Collapse All

1. Current Licensing Information >

2. Review Application Type >

3. Confirm Program Information >

4. Confirm Program Accreditations, Characteristics & Funding >

5. Confirm Hours of Operation >

6. Confirm Program Calendar >

7. Confirm Meals >

8. Confirm Languages >

9. Confirm Staffing & Other Adults >

10. Confirm Classrooms & Spaces >

11. Confirm Program Documentation >

12. Complete Acknowledgements >

Step 3. Print the application for submission

You have now completed the application and it is time to print and mail it to DCYF. You have 2 options:

- 1) Print the application and attach the necessary paperwork from your files
- 2) Print the application and all relevant documents that you have uploaded to ECEDS in the Program Portal, by selecting them individually from the menu.

After you have made your selections, click the **Print** button.

Your application has been completed. Please print the application and mail it to DCYF along with the documents and check.








Print DCYF Renewal Application/Documents

Your application is complete and ready to be printed and mailed to DCYF. Please include the following required documents with your DCYF Renewal Application: Asbestos, Fire, Lead and Radon Inspections, Water Potability Test (required if your Program has well water), Program Calendar and Staff Schedule.

Please use the check boxes below to print your application and supporting documents as necessary.

☒ Print DCYF Renewal Application

Documents

- | | |
|---|---|
| <input type="checkbox"/> 0318201645_Fire Inspection.docx |  |
| <input type="checkbox"/> 0318201604_Lead Inspection.docx |  |
| <input type="checkbox"/> 0318201640_Radon Inspection.docx |  |
| <input type="checkbox"/> 0318201620_BCIDisclaimer.pdf |  |
| <input type="checkbox"/> 0318201632_CPS Report.pdf |  |
| <input type="checkbox"/> 0318201645_BCIDisclaimer.pdf |  |
| <input type="checkbox"/> 0318201659_CPS Report.pdf |  |
| <input type="checkbox"/> 0318201618_BCIDisclaimer.pdf |  |
| <input type="checkbox"/> 0318201631_CPS Report.pdf |  |
| <input type="checkbox"/> 0318201605_Aesbestos Inspection.docx |  |

In order to view the application, you need to have Adobe Reader installed on your computer. Adobe Reader is a free application used to view portable format document (PDF) files. Install [Adobe Reader](#) now.

Cancel

Print

1. Current Licensing Information

This section lists details associated with your program. Data in this section includes your DCYF license information, BrightStars Rating, and CECE Approval status. To update any of this information, please contact the Helpdesk (support.exceed.ri.gov) with details about the information you would like to update and Exceed will forward to your licensor.

Appleton Head Start - Administrator: Winter

Print Draft ApplicationExpand AllCollapse All

0%

1. Current Licensing Information

6152 Dogwood Avenue
Barrington, RI 02806
(401) 677-8269

Current DCYF License # : 09999123
Licensed Capacity : 45
Licensed Services: Pre-School
License Term: 08/01/2015 - 07/31/2016
License Decision: Approve - Regular

BrightStars Rating: ★ ★ ★ - Participating since 2014
CECE Approval: No

CancelConfirm and Next >

2. Review Application Type

On this screen, confirm the type of application you are submitting to DCYF and the ages served associated with your DCYF license. If the information is not correct, follow the directions on the screen. Otherwise, click **Confirm and Next**.

2. Review Application Type

Please complete all of the sections in the [Program Portal](#) on the left menu. Next complete the [Staff Roster](#), [Classrooms](#) and [Documents](#) sections. The information in these tabs will pre-populate the **DCYF Renewal Application**. Please review the renewal application information below. If any of this information is incorrect, please contact DCYF Licensing via email annette.gentile@dcyf.ri.gov with a detailed description of any changes that need to be addressed.

Application Type: Center
Ages Served: Pre-School

CancelConfirm and Next >

3. Confirm Program Information

This page lists more detail about your license with DCYF. Please review the information, and if the information is not correct, contact DCYF via the Helpdesk (support.exceed.ri.gov) with details about the error.

Complete all fields noted with a red asterisk (*).

Click **Save and Next**.

3. Confirm Program Information

Confirm Program information by clicking the "Confirm and Next" button. Make changes to your web address on the [Program Profile > About this Program](#) page. If you have any other changes to this information, please contact DCYF.

Licensed Program Name: Appleton Head Start	Federal ID: 090991111
Physical Address: 6152 Dogwood Avenue, Barrington, RI 02806	Program Phone: (401) 677-8269
Mailing Address: 6152 Dogwood Avenue, Barrington, RI 02806	Fax: (401) 677-8200
Email Address: awinter@AppletonHS.org	Web Address: Information not provided

Confirm Administrator information below for your program. If any of this information is incorrect, please contact DCYF Licensing via email annette.gentile@dcyf.ri.gov with a detailed description of any changes that need to be addressed.

Administrator Name: Amelia Winter
Administrator Phone: (401) 677-8260
Email Address: awinter@AppletonHS.org

Confirm Ownership information for your program. Please update the following information.

* Ownership Type: <div>Select</div>	* Owner Name: <div>Appleton Head Start Group</div>
* Address Line 1: <div></div>	Address Line 2: <div></div>
Address Line 3: <div></div>	* City: <div></div>
* State: <div>Select</div>	* Zip: <div></div>
Owner Phone: <div>(648) 677-8300</div>	Owner Email: <div></div>

Cancel

Save and Next >

4. Confirm Program Accreditations, Characteristics & Funding

Accreditation information, funding and affiliation data is pulled from information entered in the Program Portal. To add details, follow the instructions on the screen.

The “Accepts CCAP” information comes from DHS. If this is incorrect, please contact DHS via the Helpdesk (support.exceed.ri.gov) with details about how it should be updated.

The “Setting” information comes from DCYF. If this is incorrect, please contact DCYF via the Helpdesk (support.exceed.ri.gov) with details about how it should be updated.

4. Confirm Program Accreditations, Characteristics & Funding

Confirm program accreditations, characteristics and funding information. Make changes on the [Program Profile > About this Program](#), [Program Profile > Accreditations](#) or [Program Profile > Funding](#) page.

Program Accreditations
Information not provided.

Funding Source: Information not provided.
Accepts CCAP: No
Affiliated with a Religious Institution: No
Setting: Center Based

5. Confirm Hours of Operation

This information is pulled from the Program Portal. For instructions on how to update it, follow the instructions on the screen. You only need to enter information for the days you are open, so if you are open Monday through Friday, do you do need to enter anything for Saturday and Sunday.

If you have not entered your hours of operation in the Program Portal, your screen will say “No Hours of Operation Data Found.”

5. Confirm Hours of Operation

Confirm your hours of Operation. Make changes on the [Program Profile > Hours of Operation](#) page.

Day	Open	Close
Monday	6:30am	6:30pm
Tuesday	6:30am	6:30pm
Wednesday	6:30am	6:30pm
Thursday	6:30am	6:30pm
Friday	6:30am	6:30pm

6. Confirm Program Calendar

This information is pulled from the Program Portal. For instructions on how to update it, follow the instructions on the screen.

If you have not entered your program calendar in the Program Portal, your screen will say “No Closure Dates Found.”

6. Confirm Program Calendar


Confirm your program's calendar or days closed. Make changes on the [Program Profile > Dates Closed](#) page.

From Date	To Date
05/30/2016	-
07/04/2016	-
11/23/2016	11/27/2016
12/23/2016	12/30/2016

7. Confirm Meals

This information is pulled from the Program Portal. For instructions on how to update it, follow the instructions on the screen.

If you have not entered your meals provided in the Program Portal, your screen will say “No Meals Are Served by this Program.”

7. Confirm Meals 

Confirm meals served at your program. Make changes on the [Program Profile > Meals](#) page.


Meals Served: Breakfast, Morning Snack, Lunch, Afternoon Snack

Cancel

Confirm and Next >

8. Confirm Languages

This information is pulled from the Program Portal. For instructions on how to update it, follow the instructions on the screen.

8. Confirm Languages 

Confirm languages spoken at your program. Make changes on the [Program Profile > Languages](#) page.

Languages: English, Spanish, Portuguese, French, German, Lao, Chinese

Cancel

Confirm and Next >

9. Confirm Staffing & Other Adults

This information is pulled from the Program Portal. For instructions on how to update it, follow the instructions on the screen. Please ensure that each staff has a Position assigned to them, and if appropriate, a Regulatory Role.

If you have not entered your staff and their roles in the Program Portal, your screen will just list the administrator of the program.

9. Confirm Staffing & Other Adults



Confirm that all your staff and other adults who work for the program are included in the Staff Roster report. Make changes in staffing or volunteers on the [Staff > Staff Roster](#) page.

Please make sure to include a copy of your Program Staff schedule.

Note: The Staff Roster should include all staff employed by your program and any other adults that are in the building when children are present. Other adult includes educational support staff (Example: Special education aide, physical or occupational therapist), family members, foster grandparents, volunteers, AmeriCorps members, janitors, kitchen workers or other staff.

Below are the people you have listed as your staff and other adults affiliated with your program:

Workforce ID	Name	Position	Regulatory Role
A07604	Amelia Winter	Administrator	Administrator
A07665	Olivia Rooney	Teacher	Education Coordinator
A07666	Madison Rooney	Other	Nurse/Child Care Health Consultant
A07662	Joey Rooney	Other	Site Coordinator

Please review your **Staff Roster Report:** [Staff Report](#)

Cancel

Confirm and Next >

10. Confirm Classrooms & Spaces

This information is pulled from the Program Portal. For instructions on how to update it, follow the instructions on the screen.

Please complete the fields noted with a red asterisk (*). The Map field will show a classroom map if one was uploaded in your Documents section on the Program Portal.

If you have not entered your classrooms in the Program Portal, your screen will say “No Classrooms Found.”

10. Confirm Classrooms & Spaces

Please confirm that you have identified all of the classrooms for your program. Please make changes on the [Classrooms & Spaces](#) page. Enrollment should be calculated based on full time equivalent spaces.

The Kitty Room

Space Type: Classroom

Classroom Type: Regular

AgeGroup(s): Pre-School: 4 - 5 years

Staff: Olivia Rooney, Joey Rooney

Schedule: No classroom schedule found

* ☐ AM Session ☐ PM Session ☐ Before/After School

Licensed Capacity: 15

* Pre-School Enrollment:

Map: No map found

The Court

Space Type: Playground

Classroom Type:

AgeGroup(s): Pre-School: 4 - 5 years

Staff: Madison Rooney

☐ AM Session ☐ PM Session ☐ Before/After School

Licensed Capacity: 25

* Pre-School Enrollment:

Map: [Playground Map.pdf](#)

Cancel

Save and Next >

11. Confirm Program Documentation

This page lists the documentation required for a renewal application to DCYF.

If you want to store your program-related documents relevant to your DCYF license electronically, you can upload them in the Program Portal. They will then be available to print as part of your application to form your application packet.

If you have uploaded documentation but it is expired, it will be highlighted in red.

If you haven't uploaded any documentation, the screen will say "There are currently no documents associated with your program."

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11. Confirm Program Documentation



You can complete the online application, print out the application, and send copies of your documents and a check to DCYF. If you upload your documents, they can be printed with the application as well and included with your check and sent to DCYF. Confirm that all required documentation has been uploaded. Make changes on the [Documents](#) page.

The following documents are required for the DCYF Renewal Application: Asbestos, Fire, Lead and Radon Inspections, Water Potability Test (required if your Program has well water), Program Calendar, and Staff Schedule.

Document Type	Name	Issue Date	Expiration Date
Fire Inspection	Fire Inspection.docx	11/02/2015	10/31/2017
Lead Inspection	Lead Inspection.docx	03/02/2016	03/31/2017
Radon Inspection	Radon Inspection.docx	02/01/2016	02/28/2017
Criminal Background Check	BCIDisclaimer.pdf	02/01/2016	
CPS	CPS Report.pdf	02/01/2016	
Criminal Background Check	BCIDisclaimer.pdf	02/01/2016	
CPS	CPS Report.pdf	02/01/2016	
Criminal Background Check	BCIDisclaimer.pdf	01/08/2016	
CPS	CPS Report.pdf	01/08/2016	
Asbestos Inspection	Aesbestos Inspection.docx	01/04/2016	01/31/2017

Cancel

Confirm and Next >

12. Complete Acknowledgements

Please read each statement and mark the checkbox next to it to mark your understanding and agreement to each DCYF Acknowledgement. All of these are required.

12. Complete Acknowledgements



DCYF Acknowledgements for **Appleton Head Start**

- ☒ That the DCYF LICENSE for Child Care Programs and/or School Age Child Care Programs will be posted in a conspicuous place in the center so that it may be visible to parents and other interested parties.
- ☒ I hereby certify that the information contained herein is true and correct to the best of my knowledge.
- ☒ That the department will be notified in writing of major changes which affect the license such as: intent to change the ownership of the center; change of director, head teacher, site coordinator or nurse; change in the physical facility; change in the number or ages of children served or other major changes in the program, so that it may be visible to parents and other interested parties.
- ☒ That the department will be notified in writing at least thirty (30) days prior to closure or discontinuance of center operations.
- ☒ That I have read and agree to comply with the REGULATIONS FOR LICENSURE, CHILD CARE PROGRAM and/or SCHOOL AGE CHILD CARE PROGRAM, updated NOVEMBER 2013.

Cancel

Save and Continue >